

**State of Delaware –Delaware Women's Hall of Fame Committee
Office of Women's Advancement and Advocacy
Department of Human Resources**

Delaware Women's Hall of Fame Committee Meeting

Cannon Building
861 Silver Lake Blvd
Dover, DE 19901

Friday, January 26, 2018
11:30 am to 1:00 pm

Carvel Building
820 N. French Street-10th floor
Wilmington, DE 19801
Videoconferencing

Attendees:

Patricia Bakerian

Nancy W. Cook

*D. Kay Keenan-Wilmington Videoconference

Jackie Griffith

Donna Masley-Wilmington Videoconference

*Chairperson

DRAFT MINUTES

Call to Order and Roll Call:

The meeting was called to order by Kay Keenan at 11:30am. Kay Keenan thanked everyone for being there.

Comments by Hall of Fame Chairperson

Kay Keenan stated, the minutes from the last meeting had to be approved. Kay Keenan made the motion to approve the December meeting minutes. Nancy Cook motioned to approve and Pam Bakerian seconded. All Approved

Review of proposed Bylaws

Kay Keenan asked Jackie Griffith and Nancy Cook to present Bylaws. Jackie asked Melanie to present Bylaws due to Melanie Ross Levin and Nancy Cook meeting to discuss the Bylaws for the Delaware Hall of Fame Committee.

Comments by Melanie Ross Levin

Melanie Ross Levin talked about how the decision was agreed upon to keeping the Bylaws largely the same as the Delaware Women's Commission Bylaws. The Delaware Women's Commission had gone through a long process and the Bylaws were approved by the Governor's Office. The Governor's Office approving all Bylaws is part of the process. The Hall of Fame Committee members benefitted from the Delaware Women's Commission Bylaws going through the process for getting the Bylaws approved.

Guiding Principles and Duties of the Committee

Melanie Ross Levin talked about the editing of the Bylaws and she asked everyone to look at the Duties of the Committee and the Guiding Principles for discussion. Melanie Ross Levin asked the question of the committee, "Should the committee include Guiding Principles in their Bylaws"? Guiding Principles in the Bylaws are an opened and transparent process. Melanie Ross Levin read the guiding principles to the committee. The idea is for people to see the Hall of Fame Committee Members trying to get a diverse pool of applicants for nomination to the Delaware Women's Hall of Fame.

Kay Keenan wanted to add the word statewide and take out the words throughout the state from Item B in the Guiding Principles of the Bylaws. Donna Masley ask the question, "If there is an age limit to nominate someone for the Hall of Fame, can a 17yoa or an 18 yoa person be nominated"? Melanie Ross Levin stated, "She was trying to show flexibility in the Principle Guidelines so that all applicants can apply without age limits". Melanie Ross Levin said, "That question would be answered in the application process of whom can be nominated".

Melanie Ross Levin talked about how people were nominated for the Hall of Fame in the pass who had passed away. Melanie Ross Levin stated, "That there has been some debate about the age of people being nominated and if young people could be nominated to the Hall of Fame". Melanie Ross Levin talked about how Delaware has the best gymnastic in the entire world and she is 16 yoa. Melanie Ross Levin said, "That is a marker of success and it is significant." Melanie wanted to have more flexibility in the Guiding Principles in the Bylaws as the committee tailored the application process for the nominations for the Hall of Fame.

Jackie Griffith said, "We call this committee the Women's Hall of Fame, but is a 16 yoa person considered a woman"? "Is the committee opening up its process for teens"? Melanie Ross Levin stated, "That the committee can settle that question with the application process". Jackie Griffith stated, "I didn't know that there was an age limit." Kay Keenan said, there shouldn't be an age limit. Jackie said "She didn't think there should be an age limit to who can be nominated to the Hall of Fame".

In Article II, The Duties of the Committee, Kay Keenan would like to get rid of the 2.1 line which is written twice. Melanie Ross Levin stated, "She tried to list out what she thought the group did and wrote the Guiding Principles and Duties of the Committees in general terms". Melanie Ross Levin asked everyone if they have any suggestions about the Guiding Principles and Duties of the Committees. The Committee. Pam Bakerian stated, "To be consistent use the word statewide instead of throughout the state through the whole document". Kay asked, if anyone had any comments on the Duties of the Committee? No one had comments for this section of the Bylaws.

Membership

Kay Keenan said, "In Article 3, Membership, the first line to be deleted it is a repeat of the first sentence in line 1. Kay Keenan asked the question, "Why are there 4 successive meeting that people in the committee can miss before they are replaced"? Melanie Ross Levin stated, "That it is written in the law". Pam Bakerian wanted to look at article III and section C. it reads, five members appointed by the Governor representing all 3 counties and the City of Wilmington. Pam Bakerian stated, "She was confused about where the fifth member would be involved"? Melanie Ross Levin explained that this rule also is written in the code. Melanie Ross Levin suggested that there could be another member from each county or the City of Wilmington other than the ones appointed from each county. Melanie explained that she took the wording from House Bill 4 and use them for the Bylaws for all the groups. The committees need to have a balance of Democrats and Republicans.

Kay Keenan would like to add to the bylaws that a member can be appointed from anywhere in the State. That person would be at-large. Kay Keenan wanted to add the words At-Large in the Bylaws. Nancy Cook asked, "Isn't that in the code"? Melanie Ross Levin to check on the language. Kay Keenan states, "Because it is the Hall of Fame Committee Bylaws, as long as they are not modifying it in a way that is against the code, the Hall of Fame committee Bylaws should be fine". Melanie Ross Levin agreed with Kay Keenan. Nancy Cook said, "There should be three people appointed to the committee", one from each county.

Officers, Powers, Duties and Committees

Melanie Ross Levin stated, "Language for Bylaws have to be consistent with the code". Melanie Ross Levin will check language that Kay Keenan wants to change in the Bylaws. Kay Keenan asked, "If there were any other changes to item 4 or Article 3"? In Article 4, Kay Keenan talked about the Executive Committee mentioned in the Bylaws. Kay said, the Hall of Fame Committee does not have an Executive Committee.

Committee Business, Subcommittees and Amendments

In article 4, in section 4, Kay wants to eliminate item D. The Chair shall preside over the Executive Committee and serve as an ex officio member of all other assigned subcommittees. Kay talked about Article IV. Section 3, where a member can participate on the phone but may not be counted as a quorum. Melanie explained that this rule is in the law. Only people on videoconferencing can be counted as a quorum. Donna Masley asked, "If the committee members could use their phones for videoconference"? Melanie Ross Levin explained that due to having open meetings, you have to announce the meeting seven days in advance, you have to post meeting and post minutes on a public website. Every meeting has to be open to the public, even if a subcommittee has a meeting, it has to be posted on the public website.

Melanie Ross Levin stated, "You do not have a videoconference meeting and could all be in the same place, but the committee member's likes to have videoconference option just in case people in another county want to participate". Videoconferencing limits who can participate in meetings when it is not working correctly. Kay states, "If the committee follows code and if the

committee published the meeting, and wanted to have FaceTime in the room with a citizen in the room with the committee, could the committee use FaceTime in the meeting room? Melanie will have to check the language on that. Pam Bakerian said, "Melanie can also see if they can use a system like Zoom, where you do not need a camera.

Kay Keenan asked, "Are there any comments about article V"? There were no comments for Article V. In Article 6, Kay Keenan would like to eliminate the language for Executive Committee. Melanie Ross Levin explained to the group, because of the committee's size they would not have a lot of subcommittees, the wording could be in the Bylaws should they need a have a subcommittee. No other changes in Article 6. Kay Keenan asked, "If anyone had any questions or comments on Article 7. The members of the committee had no questions or comments on Article 7.

Roberts Rule of Order

Kay Keenan asked Nancy Cook if Robert's Rule of Order are used statewide. Nancy Cook responded, "She thinks they use the rule or could be using Mason's Rule of Order, but she didn't know if the Senate is still using this rule. Melanie Ross Levin to check to see if the committee has to go by Robert's Rule of Order or if the committee can modify Robert's rule. Donna Masley read the Roberts Rules of Order to the committee. Melanie Ross Levin explains what has to be captured during the committee's meetings such as minutes, first and second votes, attendance, and posting of announcements.

2/3 Majority Vote

Kay Keenan asked, "If anyone has any other comments about the bylaws"? Donna Masley wanted to know if bylaws could be changed in future. Melanie Ross Levin and Kay Keenan responded that 2/3 of the majority vote can change bylaws. Kay Keenan stated, "The committee should take a vote on the bylaws". Nancy Cook reminded Melanie Ross Levin of things she has to research for the committee.

Melanie Ross Levin Research for Bylaws

Melanie will research if they can change language of government appointments or need to use exact wording. Videoconference in FaceTime or use a system like zoom that doesn't 'need a camera or do we have to use state system. If committee have to use Robert's Rule or can use another rule. This research is for clarification and are not in the bylaws. Next meeting Melanie will let committee know her findings about questions. After getting clarification, the committee can use the 2/3 majority vote to make changes in the Bylaws. Kay Keenan asked for motion to approve the Bylaws as written. Jackie Griffith motioned to approve. Nancy Cook seconded the motion. Kay Keenan asked, "If there were any further discussion". All in favor none opposed

Nomination Form for Delaware Hall of Fame

Kay Keenan asked Jackie Griffith to lead the discussion about the nomination form for the Delaware Hall of Fame. The wording of the application needs to be changed. Jackie said that she changed the wording for eligibility. Nominees must have made an important and lasting impact upon the lives of Delawareans. Jackie Griffith thought the words lasting impact were

important to put on the form. Kay Keenan asked Jackie Griffith if she wanted to replace the second bullet in the Eligibility section. Jackie Griffith stated, "Maybe the wording could be combined to show both statements".

Jackie Griffith thinks the whole form should be revamped. But she will also go with what the committee decides. She talked to the group about what she came up with for wording for the form. Jackie Griffith talks about the criteria for nomination is that you have to be a native-born Delawarean. Kay Keenan stated, "They could put must have resided in the state for at least ten years". Kay Keenan wanted to eliminate the language about deceased nominees, since the nominee would have been in the state for at least 10 years. Melanie Ross Levin said, it makes it clear that you can nominate someone who has passed". Kay Keenan stated to eliminate the word deceased in the fourth bullet for eligibility.

Steps for Completing the Hall of Fame Form.

Jackie said the group should talk about the steps for completing the hall of fame form and what is the committee going to require. Jackie Griffith says, the form will not do any justice when it comes to the lasting impact on the eligibility requirement. Jackie said that the committee should allow documents along with the applications, because the committee doesn't allow it.

Kay Keenan explained that they only send out the application because of the backlog that comes with a lot of attached documents. Jackie Griffith stated, they could submit a bio, letter of recommendation or references. Jackie Griffith stated, "The committee never allowed that before. Pam Bakerian talked about how the rubric that is used brings fairness and equity. The rubric will be used to score the application.

Kay Keenan talked about limiting the bio to a certain number of words. Kay Keenan also talked about how hard it was to get people to send bio's in to the committee. Jackie Griffith would like the form to be completed as possible. Melanie Ross Levin talked about getting items from the front end instead of waiting to the end. Kay Keenan stated, they can send in a bio, ten-point font and a page long. Start with three references or three people who are in support of this.

Donna Masley asked, "What if a person doesn't have three references"? Kay Keenan said, instead of three references, nominees can have up to three references. Jackie Griffith would like to see the form get automated and that a paper copy of the form be available for those who don't have a computer. Kay Keenan asked Melanie Ross Levin, "Could the form be automated"? Melanie Ross Levin said "Yes, the form can be automated, but you still have to have the option for the paper form."

Melanie Ross Levin talked about putting out a flyer with the link to the form and a number to call if you need a paper form. Kay Keenan asked Melanie if she could have a prototype form for the committee. Melanie said, she would have a prototype form. Kay Keenan asked Jackie if there were any other changes to the Steps for Completing the form. Jackie Griffith talked about updating number 2 bullet on the form about no writing by hand.

This has to be updated since the form will be automated. The group had a discussion about the completion of the form and how to deal with those not completed. Kay Keenan stated, the application must be complete and thorough. The second line would be, we have the right to contact you if we have questions about the application. Melanie Ross Levin states that this statement is flexible if the committee wants to contact nominee.

Jackie Griffith talks about number 4 of the nomination form needing to be changed. Melanie Ross Levin talked about people saying that they were not contacted after nominating someone. Jackie Griffith talked about how the committee has a standard form. Jackie Griffith has letter that is sent out with nominating form. Kay Keenan asked if the list on the front of the page is necessary. Melanie Ross Levin said, the list should be eliminated. The committee agreed. Melissa Ross Levin said, "There will be new URL and a new design for the form."

Jackie Griffith talked about nominating someone who is deceased and asking the question of who will represent the deceased if nominated. Melanie Ross Levin said, a dialog box can be installed on the form that could pop up if the person being nominated is deceased. Kay Keenan talked about putting in wording of who will represent the deceased and take out close family members. Kay Keenan said put wording in for what is your contact information. Melanie Ross Levin talked about getting people's social media information so they can be contacted easier.

Kay Keenan talked about having a reference for past Delaware Hall of Fame nominees so that recent nominees can read their stories. Donna Masley said, "To use the word impact consistently throughout the form". If the application is incomplete it may disqualify you. On the application for number 2 for information, Kay Keenan said, "send in a bio and at least up to three letters of references". (Optional). Melanie Ross Levin to update the website and add if you need special accommodations please contact our number.

Melanie Ross Levin to get special accommodations language from HR. Kay Keenan said, take out the word complete and use the word comprehensive instead for item number 3. The committee talked about when the Hall of Fame applications are received. The committee agreed to use the words received in number 4 in the form. Melanie Ross Levin will be in charge of how applications come in.

Jackie Griffith talked about how 200 words to talk about a nominee is not enough words to tell about all nominees. The committee agreed to make space for 500 words, a full page. Melanie to work with Jackie Griffith and bring changes to the committee of the application. Committee talked about when to have the Hall of Fame Ceremony. Jackie Griffith suggested to have the ceremony in the fall due to all the time constraints of getting the applications in for nomination.

Next Meeting

Thursday, February 8, 2018, 9:00am

Motion was made to adjourn by Kay Keenan and Seconded by Jackie Griffith.

DRAFT